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Gray Davis
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MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: August 7, 2002

SUBJECT: SAFETY MEETING IDEAS -- AUGUST 2002

Suggested issues to discuss during your next meeting are:

1. Security Changes with Southwest Airlines

Southwest is introducing a new process called RAPID CHECK-IN very soon to many airports which may affect your state travel. RAPID CHECK-IN is a new, self-service kiosk allowing Southwest Airlines Customers to quickly check in for a flight. Customers with a Ticketless Travel SM reservation may walk up to any RAPID CHECK-IN kiosk at the airport and touch the screen or insert either their Rapid Rewards Card or major credit card with their name on it to begin the check-in process. In as little as 30 seconds, a Customer can receive their boarding pass and proceed to their Departure Gate. They claim it is that easy!

Initially, Southwest Airlines will focus on their largest and most congested airports to place RAPID CHECK-IN kiosks. The current plan to be completed by October includes Dallas, San Antonio, Phoenix, Nashville, Houston Hobby, Chicago Midway, Oakland, Los Angeles, San Diego, San Jose, Sacramento, Orlando, and Baltimore/Washington. In those airports, 10 - 15 RAPID CHECK-IN kiosks will be located in the busiest sections of the airport. Southwest Airlines hopes to add RAPID CHECK-IN kiosks to their other cities in the future.

For more information visit Southwestairlines.com.

2. Roadside Service for State Vehicles

The DGS Office of Fleet Administration offers emergency 24-hour roadside service through the National Automobile Club for employees using state-owned vehicles for state business. Breakdowns on a public street or highway, or in a public parking garage within the State of California are eligible for this service.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

To use the roadside service:

- **Call 1-800-600-6065**
- Provide year, make, model, color and license number of vehicle and the 15-digit account number located on the vehicle fuel card.
- The state employee must be available to provide the keys to the tow truck driver.

Services Include:

- Mechanical first aid (minor repairs)
- Battery service (jump start)
- Tire change
- Gasoline, oil and water delivery
- Lockout -- does not include key making or locksmith service
- Towing of passenger vehicles up to 3/4 ton

3. After Hours Safety

Sometimes it is necessary to work longer hours, meaning after 6:00 pm in the evening. Your supervisor should always be aware when you work after hours. For those who work in the Headquarters building, you are required to sign in or call the Security Desk (9-551-1313) to report that you are working after hours. This also applies to when you work on a weekend or holiday. Security will ask for your location and telephone number.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.